Creating and Editing Evaluation Questions for Your Courses in Eval25

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If your institution allows instructors to do so, you can use Eval25 to add and edit evaluation questions specifically for the courses you teach, independent of any general evaluation questions that have been set up by your System Administrator for your institution and/or for specific schools, departments, course types, and so on.

> ℹ **Note**
>
> If your institution allows it, all Instructors can view the "My Questions" repository. This includes viewing My Questions when adding questions is disabled. This is an Institution Setting.

If your institution allows instructors to add and edit questions (and possibly use the Question Bank), "My Questions" appears as a top-level menu item.

You can only add and edit questions for future evaluation terms.

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- Add Evaluation Questions for Your Courses
- Add Questions From the Question Bank
- Edit the Text and/or Abbreviation of a Question
- Edit the Presentation Order of a Question
- Deleting a Question

Add Evaluation Questions for Your Courses
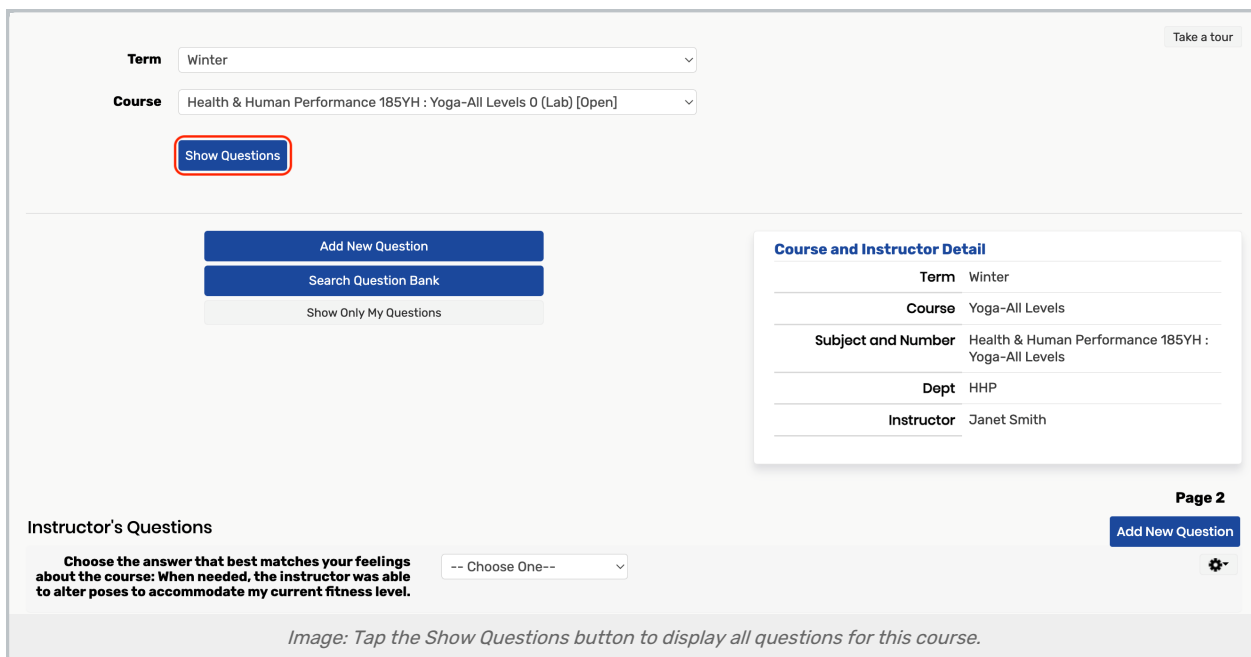
1. Choose the Term and Course to add Questions

Click **My Questions.**
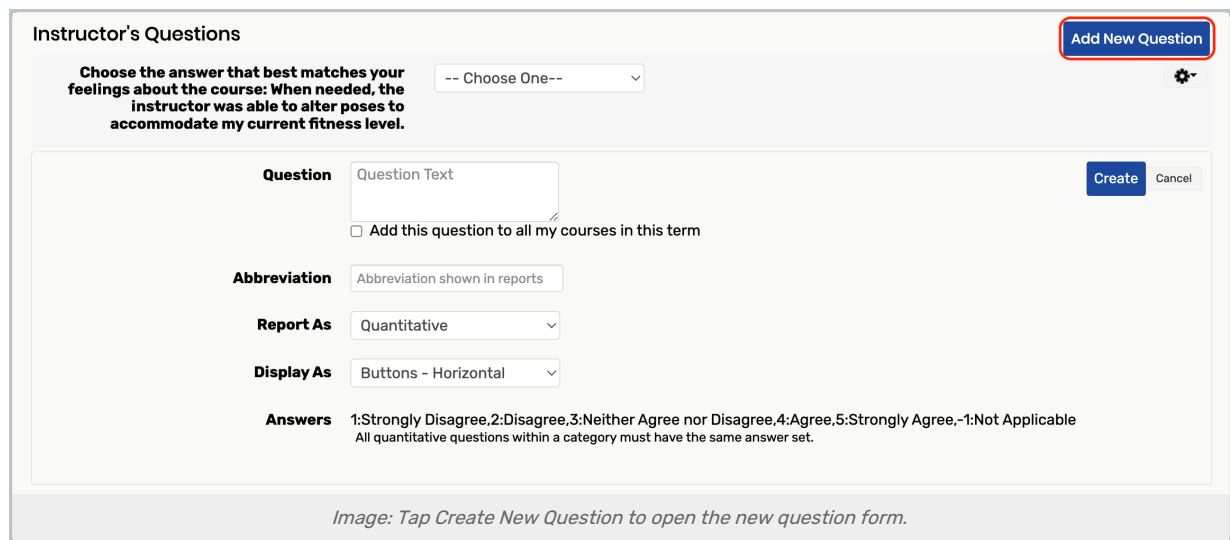
Image: My Questions page.
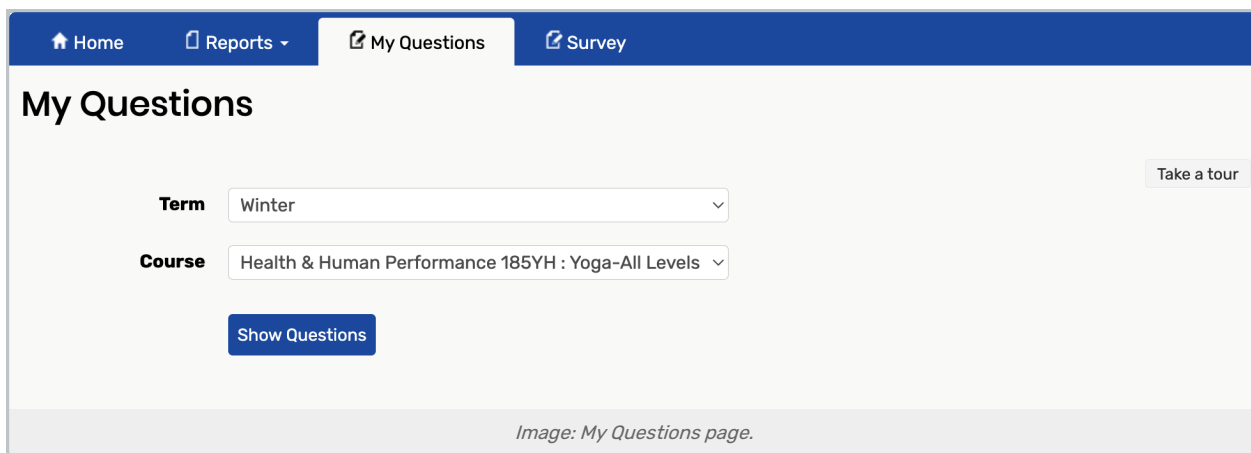
Choose the future **Term** and **Course** for which you want to create questions. By default, the system displays course information for the current term.

2. Add a Question

Click **Show Questions**. The evaluation questions for the course are displayed, below which is an Instructor's Questions section.

Image: Tap the Show Questions button to display all questions for this course.

- Click **Add New Question**.

Image: Tap Create New Question to open the new question form.

- Enter the **Question** text.
- If you want this question added to the evaluations of all your courses for the selected evaluation term, not just this course, check the box.
- Enter an **Abbreviation** for the question.
  Note: The abbreviation is displayed in some reports.
- Select a question **Type**. The question types you can select from have been set up during Eval25 implementation.
- Do one of the following based on the question **Type** you selected:
  ○ **Quantitative** - select **Display As** type and **Answers** if you have the option to do so.
    ▪ (Quantitative answer types were set up by your System Administrator during Eval25 implementation. You may not have the option to choose an Answer type.)
  ○ **Select One** - select **Display As** type and enter answer values (abbreviations) and labels (what appear in the question's Select list)
  ○ **Written** - no further action required
- Click **Create**.

3. Repeat Step 2 to add More Questions

Add Questions From the Question Bank

Please see Adding Questions from the Question Bank

Edit the Text and/or Abbreviation of a Question

Choose **Edit Question** from the Settings (⚙) menu to the right of the question.

Image: Move Up option in the question's settings dropdown.

Edit the question text and abbreviation as needed.

Click **Save**.

Edit the Presentation Order of a Question

Choose **Move Up** from the Settings (⚙) menu to the right of the question until the question is where you want it in the presentation order.

Other questions are moved down accordingly.

Deleting a Question

Choose **Delete Question** from the Settings (⚙) menu to the right of the question.

Click **OK** to confirm.